

**Memorandum of Understanding  
Between the  
Virginia Department of Health  
and the  
Virginia Department of Agriculture and Consumer Services  
and the  
Virginia Department of General Services**

This Memorandum of Understanding is made and entered into May 15, 2006 by and between Robert B. Stroube, MD, MPH, State Health Commissioner, Department of Health; J. Carlton Courter III, Commissioner of the Department of Agriculture and Consumer Services; and Richard F. Sliwoski, PE, Director, and James Pearson, Dr. PH, BCLD, Deputy Director for Laboratories, Department of General Services. The provisions of this document can be terminated by any of the parties by serving a written notice to all parties.

The purpose of this document is to set forth the responsibilities of each Department relative to the collection, submission and examination of samples from animals that are considered to be rabies suspects, and to provide a format to optimize cooperation and communication between the agencies to ensure timely and efficient use of the diagnostic portion of the rabies prevention and control program.

**The Virginia Department of Agriculture and Consumer Services agrees to do the following for rabies suspects:**

1. Prepare specimens for shipment to the Division of Consolidated Laboratory Services (DCLS) rabies laboratory according to the most current recommendations from DCLS (<http://dcls.dgs.virginia.gov/Services/Immunology.aspx>).
2. Remove and package the heads of small animals such as dogs, cats, foxes, or raccoons.
3. Remove and package the brains of livestock and large wild animals.
4. Handle in an expeditious manner any animal that has exposed a person; prepare and package the brain or head for pick up by the local health department in the county/city in which the Regional Animal Health Laboratory (RAHL) resides.
5. Prepare for shipment the brain or head from any animal that has not exposed a human (this may include delivery to a local/district health department where the DCLS courier picks up).
6. Notify the local health department from which a specimen originated by faxing a completed rabies laboratory submission form to that health department.

7. Include a completed DGS form “Rabies DGS 22-173” or Environmental Health Services VENIS (HealthSpace) rabies laboratory submission form in triplicate with any specimen sent to DCLS; the form may be one supplied by the submitter to the RAHL or filled out by the RAHL.
  - a. Provide as much of the information requested in the “Reporting Information” and “Submission Information” sections of the form as possible.
  - b. Provide the RAHL Contact information in the “EHS/Submitter’s Name” section of the form.
  - c. Provide a daytime number and an after hours number for the submitting person designated in 7.b. above.
  - d. Provide contact information for the person who submitted the animal to the RAHL (e.g. veterinarian, owner, etc.) in the “Submission Information” section.
  - e. Always provide the name of the county or city from which the case originated in the “Health Department” space.
  - f. Indicate results are to be faxed to the RAHL (include fax number) on the rabies submission form.

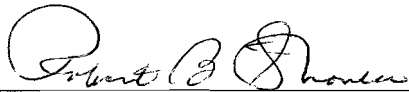
**The Virginia Department of Health agrees that:**

1. The local health department in the area of the RAHL where a specimen is prepared will pick up prepared rabies suspect specimens from the RAHL and ship by courier when there is a human exposure involved.
2. Local health departments in the areas of the RAHLs that have DCLS courier service will accept rabies suspect specimens from the RAHL and ship by courier when there is no human exposure involved.
3. The VDH central office will supply to the RAHLs a list of local health department offices with phone numbers.
4. The local health departments will provide reliable after phone numbers on the laboratory submission forms so results can be reported from DCLS in a timely manner.

**The Virginia Department of General Services agrees to:**

1. Test all suspect animal brain tissues that meet VDH’s testing criteria and are in acceptable condition according to DCLS guidelines.

2. Send paper results of all laboratory findings to the submitting agency, the local health department where the specimen originated and the VDH Office of Epidemiology in accordance with the instructions on the submission form (DGS-22-173) until an electronic system satisfactory to all parties is available.
3. Immediately call the RAHL that submitted a positive specimen and fax all positive and negative results within one normal business day.
4. Immediately telephone positive results to the local health department or authorized submitting agency as requested.
5. Upon request, supply the DGS-22-173 form to RAHLs, local health departments, and other authorized submitting agencies.



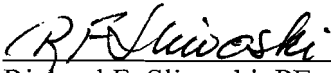
Robert B. Stroube, MD, MPH  
State Health Commissioner  
Department of Health

06/01/2006  
(Date)



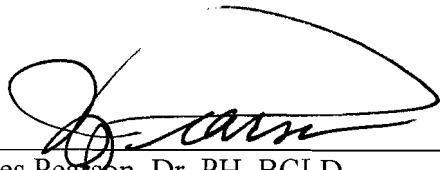
J. Carlton Courter III  
Commissioner  
Department of Agriculture and Consumer Services

06/15/06  
(Date)



Richard F. Sliwoski, PE  
Director  
Department of General Services

8/8/06  
(Date)



James Pearson, Dr. PH, BCLD  
Deputy Director for Laboratories  
Department of General Services

8/4/06  
(Date)